

CHOOSE TO WORK

Participant Project Status

- **Still Active** – The individual is still involved in services to obtain and maintain employment. Communication and contact with participant should be regular and consistent. No gaps in contact greater than 30 Days.
- **Services Temporarily Interrupted** – The individual is still interested in obtaining or maintaining employment, but is currently is unable to participate in services; No greater than 90 Days. This hold status must be documented and agreed upon by the CTW Specialist and Rehab/Employment Counselor.
- **Successful Employment** – The individual has remained in employment successfully for at least 90 days, with follow-up services provided.
- **Closed Successful Employment** – The individual has been employed for at least 90 days (or up to 365 days). Employment is stable and satisfactory. Follow-up or supportive services are no longer necessary to maintain employment. Close case in UWorks.
- **Closed Unable to Locate** – If after 60 days of documented attempts to locate the participant, including phone and written attempts and consultation with the referral sources, the case may be closed unable to locate.
- **Closed Participant Request** – The case may be closed if the participant states they are no longer interest in participating in the Choose To Work Utah project and request not to have further contact by project staff.